

How good are you at the moment?

Do you understand what referencing is?

Yes: You know that referencing is a system for acknowledging your use of other people’s work, for instance when you quote someone’s words, use their diagram, or put their ideas into your own words.

No: You know that you should use other people’s work when preparing coursework, but are not sure how to acknowledge what you have used or how you have used it.

Do you understand what plagiarism is?

Yes: You know that plagiarism is when you do not make it absolutely clear to your reader that you are using other people’s work, such as their words or ideas, as the basis of your own work, either accidentally or on purpose. You understand that using other people’s work without acknowledging it using the appropriate system of referencing is against university regulations on good academic practice.

No: You are not sure what plagiarism means, why it matters or how you might avoid it.

Do you know which referencing style to use?

Yes: You know that most courses use a particular version of the Harvard style, that Psychology modules use the APA style and that Law modules have their own system using footnotes. You know which style(s) you need to use and how to use them.

No: You do not know which referencing styles the university uses or the differences between them. Use this handout to find out more about the university’s main styles – Harvard and APA – what they look like and how to use them.

Are you confident about referencing in coursework?

Yes: You can check that you are following the correct referencing style and that you have not missed out any references.

No: You are not sure when to include references or what they should look like. Use the handout to find out the basic information about why you have to reference, when to include references and the Harvard and APA referencing styles.

The main points

You use references to acknowledge the use you make of other people’s work, to support the points you make by showing the reliability of your sources, and to help your readers find out more for themselves.

You must **always** include references whenever you use someone else’s work – whenever you quote their actual words **and** when you use their ideas as the basis of your own.

There are different styles of referencing. Each has its own slightly different format and you need be careful to follow the format accurately.

Your tutors will expect to see references to other people’s work throughout your assignments because that will show them that you have been researching well and because the academic process is based on existing ideas being revisited, explored, challenged and developed.

Try to put the information you find in your own words instead of using quotes - it shows your reader that you understand what you have found.

Student Academic Support

Find us on level 2 of the library.

Appointments available or drop by for quick questions Mondays to Fridays, 10am to 4pm.
Find us on Facebook, Twitter, Tumblr and Blackboard.
<http://www.abertay.ac.uk/studying/support/academic>

Want more?

Other guides available on Blackboard from Student Academic Support that you might find useful:

- Getting started with coursework.
- Effective research.

Online:

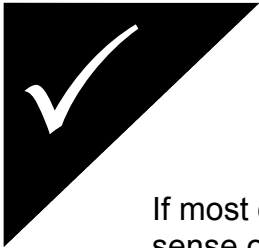
- **Abertay Library:** A set of resources from the Library covering Harvard and APA, and providing examples of almost every kind of reference you will ever need. Also includes guidance on using Endnote software to manage and organise your references. <https://portal.abertay.ac.uk/portal/page/portal/Library/Referencing>
- **LearnHigher:** This excellent resource offers links to online materials on a wide range of essential skills for university study, including referencing and avoiding plagiarism. <http://www.learnhigher.ac.uk/students.htm>
- **Roehampton, University of Surrey:** Resources include a useful test of your understanding of plagiarism with tips on avoiding common mistakes. <http://bit.ly/q8EKSV>
- **Northwestern University:** Advice on avoiding plagiarism, including accidental plagiarism. <http://bit.ly/by45ao>

At Abertay:

Visit Student Services on level 2 of the library, including:

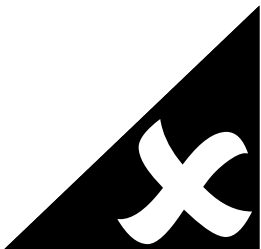
- **English as a foreign language:** Amanda Shaw - a.shaw@abertay.ac.uk.
- **Advice for disabled students:** Claire Allan - c.allan@abertay.ac.uk.

How did you do?



If most of your answers are ‘**yes**’ then you have a good sense of how and why to reference to acknowledge the sources you have used and to support the arguments you are presenting in your work. You might still find this handout useful for other tips about referencing that may be further help to you.

If you answered mostly ‘**no**’ to the questions then this handout will give you an insight into how and why to reference to avoid the risk of plagiarism.



Harvard referencing - common examples

| Books: | In-Text Example: | Reference List Example: |
|-------------------------------------|---|---|
| Single author. | A recent study (Elder 1995) found that... OR Elder (1995, p.14) claims that... | Elder, B. 1995. <i>The magic of Australia</i> . Sydney: Beut Books. |
| Secondary Source. | One study (Rowden 1987, cited in Last 1992, p.673) showed that... OR Rowden (1987, p.516, quoted in Last 1992, p.673) refers to the ‘extended role’ that nurses now play ... | Rowden, R. 1987. The extended role of the nurse. <i>Nursing</i> 3(14): pp.516-517. Cited in: T. Last, 1992. Extended role of the nurse in ICU. <i>British Journal of Nursing</i> 1(13): pp.672-675. |
| Chapter in edited work. | According to Byrne (1995, p.84),... | Byrne, J. 1995. Disabilities in tertiary education. in L. Rowan & J. McNamee, eds. 1995. <i>Voices of a margin</i> . Rockhampton: CQU Press, pp. 78-95. |
| Journals: | In-Text Example: | Reference List Example: |
| Article. | Peterson and Schmidt (1999, p.90) maintain that... | Peterson, J and Schmidt, A. 1999. Widening the horizons for secondary schools. <i>Journal of Secondary Education</i> . 3(8): pp.89 -106. |
| Article – no author. | Recent theories suggest solar power may be competitive (Anon. 1999, p.521). | Anon. 1999. Building theories on sand. <i>Science</i> . 285(5427): pp.519 - 530. |
| World Wide Web: | In-Text Example: | Reference List Example: |
| Document on WWW. | Brown (1994) noted that... OR Referencing electronic sources needs further attention (Brown 1994). | Brown, H. 1994. <i>Citing computer references</i> . [online] Connecticut State University. Available from: http://neal.ctstateu.edu/history/cite.html [Accessed 3 April 2004]. |
| Document on WWW – corporate author. | According to the World Health Organisation (2009) access to safe drinking water has increased significantly... | World Health Organisation. 2009. <i>World Health Statistics 2009</i> . [online] Available from: http://www.who.int/whosis/whostat/EN_WHS09_Full.pdf [Accessed 17 Sept 2009] |
| Document on WWW – No date. | Adherence to the five food groups (Jones n.d.)... | Jones, P. No date. <i>Five food groups</i> . [online]. Available from: http://www.food.com.au/5foodgroups/sustenance.html [Accessed 15 June 2004]. |

APA referencing - common examples

| Books: | In-Text Example: | Reference List Example: |
|--|---|---|
| Single author. | The theory was first propounded in 1993 (Comfort, 1997) OR Comfort (1997) claimed... | Comfort, A. (1997). <i>A good age</i> . London: Mitchell Beazley. |
| Secondary source. | Freud, (as cited in Gleitman, Fritlund & Reisburg, 1999). | Gleitman, H., Fritlund, A.J., & Reisberg, D. (1999). <i>Psychology</i> (5 th ed.) London: Norton & Co. |
| Article or chapter in a book. | As discussed by Blaxter (1976, p.101) ... | Blaxter, M. (1976). Social class and health inequalities. In C. Carter & J. Peel (Eds.), <i>Equalities and inequalities in health</i> (pp.120-135). London: Academic Press. |
| Print Journals: | In-Text Example: | Reference List Example: |
| Article. | As mentioned by Wharton (1996) ... | Wharton, N. (1996). Health and safety in outdoor activity centres. <i>Journal of Adventure Education and Outdoor Leadership</i> , 12(4), 8-9. |
| Article – no author. | ... a growing problem in the U.K. (“Anorexia nervosa”, 1969). | Anorexia nervosa. (1969). <i>British Medical Journal</i> , 1, 529-530. |
| Electronic Journals: | In-Text Example: | Reference List Example: |
| Full text from an electronic database. | (Lausberg, Kita, Zaidel & Ptito, 2003) . | Lausberg, H., Kita, S., Zaidel, E., & Ptito, A. (2003). Split-brain patients neglect left personal space during right-handed gestures. <i>Neuropsychologia</i> , 41 (10), 1317-1329. doi: 10.1016/S0028-3932(03)00047-2. |
| World Wide Web: | In-Text Example: | Reference List Example: |
| Document on WWW. | (Dawson, Smith, Deubert & Grey-Smith, 2002). | Dawson, J., Smith, L., Deubert, K., & Grey-Smith, S. (2002). ‘S’ <i>Trek 6: Referencing, not plagiarism</i> . Retrieved October 31, 2002, from http:// studytrekk.lis.curtin.edu.au/ . |
| Document on WWW – no date. | (Curtin University of Technology, n.d.) | Curtin University of Technology (n.d.). Retrieved October 16, 2002, from http://www.curtin.edu.au |